

**Konocti County Water District  
Board Meeting Agenda  
February 28, 2024**

**Time:** 1:00 P.M.  
**Location:** 15844 35<sup>th</sup> Ave  
Clearlake Ca, 95422

**1.0 Call to Order**

**2.0 Adoption of the Agenda:** This is the time to remove any Consent Agenda item(s) to discuss separately after the motion to approve the Consent Agenda.

**3.0 Public Comment:** This is the time for any member of the public to address the Board on any matter not on the agenda that is within the subject matter of the jurisdiction of the Board. Please complete a Board Meeting Public Comment Slip and present it to the Clerk prior to the start of the meeting. The Brown Act, with limited exceptions, does not allow the Board or staff to discuss issues brought forth under Public Comment. The Board cannot take action on non-agenda items. Please note that comments from the public will also be taken on each agenda item before consideration by the Board. Comments shall be limited to three minutes per person.

**CONSENT AGENDA:** All items listed under Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board or audience requests otherwise, or if staff has requested a change under Adoption of the Agenda, in which case the item will be removed for separate consideration. Any item so removed will be taken up following the motion to approve the Consent Agenda.

**Consent Items:**

**4.0 Review/Approval of Minutes From**  
**4.1 \*\* January 24, 2024 Board Meeting**

**5.0 Financial/Business Office Reports to be Discussed/Corrected/Approved**

**5.1 \*\* January 2024 Financial Reports**  
**5.2 \*\* January 2024 Expenditure Report**

**6.0 General Manager's Reports**

**6.1 \*\* Plant Status**  
**6.2 \*\* Leak Report**  
**6.3 \*\* Water Purchased/Sold**

**BUSINESS:**

**7.0 Business Items**

- 7.1 Clear-Well & Pump House, 8X30 Filter, Lake Line Extension and Lake Pump House Project
- 7.2 KCWD Consolidation and Pipeline Replacement Project, Intertie with Highlands/Lower Lake & Emergency Raw Water Booster Pump and Filter Media Project.
- 7.3 Surplus Equipment
- 7.4 Rate Study- fiscal years 2023-2024
- 7.5 Security- revisit office building security (doors)
- 7.6 Bylaws/Handbook- revisions and Updates
- 7.7 AT&T Lease proposal for Eureka tank cell site:
- 7.8 18<sup>th</sup> Ave Low Income Apartments
- 7.9 High Pressure Incident – Manzanita
- 7.10 Meter Replacement Project
- 7.11 Example of Newsletter – President’s Letter

**8.0 New Business**

- 8.1 Guest Speaker Alan Flora Clearlake City Manager
- 8.2 Discuss Article 3(j) and 5 of Bylaws

**9.0 Closed Session –**

- 9.1 Potential Litigation (Gov.Code section 54956.9 (d) (1).)
- 9.2 PFAS litigation lawsuit & settlements from 3M and DuPont-

**10.0 Adjournment**

**Please Note:** Agenda items listed with asterisks (\*\*) have additional information available for public review at the business office.

**CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA** – Consideration of items not appearing on the posted agenda, if necessary, requires the following board action prior to consideration; 1) a determination by a majority vote of the board that an emergency situation exists (as defined in section 54956.9 of the Brown Act); 2) a determination by a two-thirds vote of the legislative body or, if less than two-thirds vote of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

**REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION:** A request for a disability-related modification or accommodation necessary to participate in the Konociti County Water District Board Meeting should be made in writing to the Auditor/Secretary at least 48 hours prior to the meeting.

**Konocti County Water District  
Board Meeting Minutes  
January 24, 2024**

**Time: 1: 00P.M.**  
**Location: 15844 35<sup>th</sup> Ave**  
**Clearlake, Ca, 95422**

**1.0 Call to Order- President Priebe called the meeting to order at 1:00 pm**

**Board Members Present: All Board members were present**

**Staff Present:**  
**General Manager Costner**  
**Auditor/Board Secretary Gallizioli**

**1.0 Call to Order**

**2.0 Adoption of the Agenda:** This is the time to remove any Consent Agenda item(s) to discuss separately after the motion to approve the Consent Agenda.

**3.0 Public Comment:** This is the time for any member of the public to address the Board on any matter not on the agenda that is within the subject matter of the jurisdiction of the Board. Please complete a Board Meeting Public Comment Slip and present it to the Clerk prior to the start of the meeting. The Brown Act, with limited exceptions, does not allow the Board or staff to discuss issues brought forth under Public Comment. The Board cannot take action on non-agenda items. Please note that comments from the public will also be taken on each agenda item before consideration by the Board. Comments shall be limited to three minutes per person. **Clearlake City Manager Alan Flora attended the meeting.**

**CONSENT AGENDA:** All items listed under Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board or audience requests otherwise, or if staff has requested a change under Adoption of the Agenda, in which case the item will be removed for separate consideration. Any item so removed will be taken up following the motion to approve the Consent Agenda. Director Flora made a motion to accept consent item 4&6. Director Cook seconded the motion. All were in favor and the motion was carried.

**Consent Items:**

**4.0 Review/Approval of Minutes From.**

**4.1 \*\* December 6, 2023 Special Board Meeting**

**4.2 \*\*December 22, 2023 Board Meeting**

Vice President Stanley made a motion to accept 4. Director McKay seconded the motion. All were in favor and the motion was carried.

**5.0 Financial/Business Office Reports to be Discussed/Corrected/Approved**

**5.1 \*\* December 2023 Financial Reports**

**5.2 \*\* December 2023 Expenditure Report**

Director Flora made a motion to accept 5. Vice President Stanley seconded the motion. All were in favor and the motion was carried.

**6.0 General Manager's Reports:** General Manager Costner informed the board that the mixer repair is in progress. He said the chlorine generator is back on line. He also said he has had lots of responses to his job posting for a laborer. They have scheduled the mixer repair job for the 29<sup>th</sup> of January. The quote for the contractor and crane are \$8800. Director Flora made a motion to accept 6. Director Cook seconded the motion. All were in favor and the motion was carried.

## **BUSINESS:**

### **7.0 Business Items**

- 7.1 Clear-Well & Pump House, 8X30 Filter, Lake Line Extension and Lake Pump House Project** – General Manager Costner said he had some good news and some bad news. Good news is the system is almost on line. They need training but they will take possession and put it in service soon. The bad news is they had to bypass ozone contactor because it over flowed. He said the project should be completed June 2024.
- 7.2 Konocti County Water System Consolidation and Pipeline Replacement Project, Intertie project with Highlands and Lower Lake and Emergency Raw Water Booster Pump and Filter Media Project.** General Manager Costner said they have gone out to bid. The bid was awarded. Now they have to resubmit to the case manager for FBA. They need a funding agreement. General Manager Costner said that the Dam rd. annexation has been approved.
- 7.3 Surplus Equipment-** General Manager Costner said he activated his Facebook account and can now advertise on market place the old backup generator. After some discussion Vice President Stanley made a motion to have the minimum bid for the generator be \$1000. Director McKay seconded the motion. All were in favor and the motion was carried.
- 7.4 Rate Study- fiscal years 2022-2023** General Manager Costner said nothing new on this. Auditor Secretary Gallizioli said Mary has the new information about going to bi-monthly billing and she was going to run the numbers again and get back to us.
- 7.5 Security – revisit office building security (doors windows and cyber) utility boxes, cloud back-up and server.** – General Manager Costner said nothing new to report. He is getting bids on this.
- 7.6 Bylaws/Handbook – revisions and updates** – A special meeting was schedule on Feb 14, 2024 to discuss this.
- 7.7 AT&T Lease proposal for Eureka tank cell site:** – General Manager Costner said he needs to look over the documents and have county council review them before the board signs off on it.
- 7.8 18<sup>th</sup> Ave Low-Income Apartments-** General Manager Costner said they are starting to move forward. He has heard they were getting g3 million from one source and then 10 million from another source but he wasn't sure if they got it. Alan Flora said it was not fully funded yet but this year for sure.
- 7.9 High Pressure Incident-Manzanita PRV-** This cost us a lot of money. The law isn't clear. Basically, the lawyer said we need to create a high-pressure policy so we are not liable. An ordinance makes it legal and then we need to send letters out.

**7.10 Compressor motor replacement Project:** General Manager Costner said with the mixer and the compressor we are going to go over budget. He said we can buy some bearings for 200-300 hundred dollars but if they don't work, they will have to buy a new one. He said to help they can put this in next year's budget. He apologized that the bids have been coming in without tax and freight. So, the meter purchase for \$117,000 was actually \$126,000.

## **8.0 New Business**

**8.1 \*\* 2024 Employee Handbook Updates - Saved for Feb14, 2024 meeting**

**8.2 \*\* Example of a newsletter – President's letter-** General Manager Costner said to move forward with newsletter. He said he will be willing to put a newsletter together but without pictures. He said we can do one quarterly. Everyone should have their edits by the 14<sup>th</sup> meeting.

**8.3 Meter Replacement** General Manager Costner said that we have bought 500 meters but we need 1000 more. It would cost roughly \$250,000 and maybe we should look at getting a loan. He said once they get caught up in changing out the meters it would be more cost effective to just replace all the meters by streets so they aren't back tracking. There was much discussion on this subject.

**9.0 Closed Session –** Went into closed session at 2:25 and left closed session at 2:30

**9.1 Potential Litigation (Gov.Code section 54956.9 (d) (1).)**

**9.2 \*\* Harris Case (Gov.Code section 54956.9 (d) (1).)**

**9.3 \*\* PFAS litigation lawsuit & settlements from 3M and DuPont-**

No action taken on 1-3. Case#2 was dismissed and closed.

## **10.0 Adjournment 2:35pm**

**Please Note:** Agenda items listed with asterisks (\*\*) have additional information available for public review at the business office.

**CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA** – Consideration of items not appearing on the posted agenda, if necessary, requires the following board action prior to consideration; 1) a determination by a majority vote of the board that an emergency situation exists (as defined in section 54956.9 of the Brown Act); 2) a determination by a two-thirds vote of the legislative body or, if less than two-thirds vote of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

**REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION:** A request for a disability-related modification or accommodation necessary to participate in the Konocti County Water District Board Meeting should be made in writing to the Auditor/Secretary at least 48 hours prior to the meeting.

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**Submitted by:**  
Paula Gallizioli, Auditor/Secretary

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**Approved by:**  
Kirsten Priebe, President

**Konocti County Water District  
Chart of Accounts / Departments**

- 01 Water Purchases
- 02 Pumping (Ballpark, 19<sup>th</sup> & Park) (PG&E, Insurance Allocation)
- 03 Water Treatment
- 04 Transmission & Distribution
- 05 Customer Accounts
- 06 Administration

Konocti County Water District  
Balance Sheet  
January 31, 2024

ASSETS

Current Assets

Petty Cash	200.00	
Cash in Till	500.00	
Gen.Fund/Westamerica Bank	55,195.92	
Water Improvement Project COB	1,627.18	
Accounts Receivable	223,943.35	
Other Receivable	14,802.78	
ESCROW ACCOUNT T&S	448,545.65	
Local Agency Invest. Fund	307,956.17	
Inventory	171,391.03	
Prepaid Insurance	12,719.79	
Post Office Deposit	1,500.00	
Pension Defered Outflow Contri	57,645.01	
Pension Defered Outflow Actuar	136,776.00	
Total Current Assets		1,432,802.88

Fixed Assets

Office Equipment	59,029.83	
Treatment Plant	2,461,989.22	
SCADA System / Plant	225,938.22	
Office Building	368,294.35	
Land	416,559.24	
Storage Tanks	1,037,361.57	
Distribution Lines & Meters	8,132,595.03	
Meters	166,289.63	
Vehicles	207,881.04	
Heavy Equipment	209,556.38	
Accumulated Depreciation	(6,558,674.15)	
Tools	35,163.70	
Work in Progress -DWSRF	11,263,516.08	
Work in Progress Inter-tie	257,115.46	
Total Fixed Assets		18,282,615.60

Restricted Assets

Total Restricted Assets		0.00
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Total Assets		19,715,418.48
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Konocti County Water District  
Balance Sheet  
January 31, 2024

LIABILITIES AND EQUITY

Current Liabilities		
Accounts Payable	174,967.34	
Meter Deposits	400.00	
Metered Assessment Pyble	(8,887.08)	
FICA Payable	(59.01)	
SUTA Tax Payable	2,143.00	
Public Emp. Retirement Fd	439.92	
Other Employee W/holding	(3,794.99)	
Accrued Sick/Vacation	58,266.80	
Total Current Liabilities		223,475.98
Long-Term Liabilities		
Deferred Grant-DWSRF	9,850,293.00	
Payable Retention	448,545.73	
Deferred Grant-Intertie	443,118.70	
Net Pension Liability	300,247.00	
Total Long-Term Liabilities		11,042,204.43
Total Liabilities		11,265,680.41
Equity		
Retained Earnings	7,420,615.25	
Capital Improvements Reserve	1,078,800.00	
Net Income	(49,677.18)	
Total Equity		8,449,738.07
Total Liabilities & Equity		19,715,418.48

Unaudited - For Management Purposes Only

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Konociti County Water District  
Income Statement  
For the Seven Months Ending January 31, 2024

	This Month	Budget	Variance	YTD	YTD Budget	YTD Variance
<b>Operating Revenue</b>						
Water Sales	\$ 117,288.05	\$ 125,000.00	(7,712)	\$ 910,312.49	\$ 875,000.00	35,312
Hydrant Water Sales	0.00	16.66	(17)	0.00	116.62	(117)
New Meter Sales	0.00	1,000.00	(1,000)	0.00	7,000.00	(7,000)
Meter Sales/Time & Mater	0.00	396.00	(396)	1,838.96	2,772.00	(933)
Reconnect Fees	0.00	1,166.00	(1,166)	4,960.00	8,162.00	(3,202)
Transfer Fees	60.00	58.00	2	120.00	406.00	(286)
Bank Fees	60.00	16.00	44	560.00	112.00	448
Late Fees	8,025.00	6,750.00	1,275	47,204.00	47,250.00	(46)
48 Hour Notice Posted	0.00	1,666.00	(1,666)	5,765.00	11,662.00	(5,897)
Vandalism Fees	0.00	166.00	(166)	2,850.00	1,162.00	1,688
Lien Fees	0.00	125.00	(125)	24.66	875.00	(850)
Non Active Assessments	0.00	666.00	(666)	5,277.59	4,662.00	616
CountyStand By Assessme	0.00	2,500.00	(2,500)	0.00	17,500.00	(17,500)
Name Change Fees	140.00	133.00	7	610.00	931.00	(321)
Service Call	0.00	16.00	(16)	150.00	112.00	38
Misc Income	0.00	8.00	(8)	0.00	56.00	(56)
<b>Total Operating Revenues</b>	<b>125,573.05</b>	<b>139,682.66</b>	<b>(14,110)</b>	<b>979,672.70</b>	<b>977,778.62</b>	<b>1,894</b>
<b>Operating Expenses</b>						
Salaries-General Mgr. (03)	8,320.00	9,013.00	(693)	62,400.00	63,091.00	(691)
Salaries-Auditor/Sec (05)	6,120.00	6,630.00	(510)	45,900.00	46,410.00	(510)
Salaries - Senior Clerk (05)	2,324.08	3,640.00	(1,316)	19,043.89	25,480.00	(6,436)
Salaries - Lead Operator (0)	6,685.08	7,098.00	(413)	48,843.12	49,686.00	(843)
Salaries - Operators (03)	14,959.06	22,533.00	(7,574)	108,703.40	157,731.00	(49,028)
On Call Operators	1,000.00	1,250.00	(250)	7,500.00	8,750.00	(1,250)
Salaries - Laborer	3,294.60	3,536.00	(241)	24,505.50	24,752.00	(247)
Salaries - Over-time (03)	1,775.72	1,091.00	685	7,863.80	7,637.00	227
Account Clerk I (05)	2,309.04	3,293.00	(984)	11,497.14	23,051.00	(11,554)
Payroll Taxes - FICA (03)	3,669.84	3,333.00	337	26,246.02	23,331.00	2,915
Payroll Taxes - SUTA (03)	2,243.73	1,666.00	578	2,411.63	11,662.00	(9,250)
Worker's Comp. Ins. (03)	1,618.00	1,375.00	243	10,668.00	9,625.00	1,043
Advertising (06)	0.00	100.00	(100)	0.00	700.00	(700)
Director's Fees (06)	1,100.00	1,266.00	(166)	9,860.65	8,862.00	999
Director's Education (06)	0.00	100.00	(100)	0.00	700.00	(700)
OSHA Assessment (06)	0.00	16.00	(16)	0.00	112.00	(112)
Computer Software (03)	0.00	750.00	(750)	1,809.00	5,250.00	(3,441)
Bank Charges (06)	0.00	20.00	(20)	0.00	140.00	(140)
Liability Insurance (02)	4,560.98	4,510.00	51	31,926.86	31,570.00	357
Director's Insurance (06)	506.78	557.00	(50)	3,547.41	3,899.00	(352)
Depreciation	25,171.71	25,095.00	77	176,201.97	175,665.00	537
Dues & Subscriptions (06)	1,195.00	416.00	779	1,783.18	2,912.00	(1,129)
Pension Contribution (03)	4,606.23	7,500.00	(2,894)	55,687.56	52,500.00	3,188
Employee Health Ins. (03)	1,362.32	7,666.00	(6,304)	51,419.49	53,662.00	(2,243)
Employee Benefits (03)	0.00	0.00	0	1,350.00	0.00	1,350
Supplies - Office (03)	0.00	916.00	(916)	4,605.75	6,412.00	(1,806)
Supplies - Meter (03)	0.00	416.00	(416)	0.00	2,912.00	(2,912)
Supplies - Sand & Gravel (	0.00	125.00	(125)	0.00	875.00	(875)
Supplies - Asphalt (03)	0.00	166.00	(166)	1,473.35	1,162.00	311
Supplies - Lab (03)	95.16	1,250.00	(1,155)	5,772.59	8,750.00	(2,977)
Supplies - New Services (0)	1,334.37	416.00	918	1,334.37	2,912.00	(1,578)
Equipment - Safety (03)	0.00	500.00	(500)	288.12	3,500.00	(3,212)
Equipment - Minor (02)	300.65	416.00	(115)	1,037.80	2,912.00	(1,874)
Publishing (06)	0.00	91.00	(91)	0.00	637.00	(637)
Copies & Printing (05)	0.00	250.00	(250)	450.36	1,750.00	(1,300)
Notary Fees (05)	0.00	62.00	(62)	0.00	434.00	(434)

Konocti County Water District  
Income Statement  
For the Seven Months Ending January 31, 2024

	This Month	Budget	Variance	YTD	YTD Budget	YTD Variance
Lien Fees (05)	0.00	83.00	(83)	0.00	581.00	(581)
Postage (05)	1,230.84	1,166.00	65	9,073.79	8,162.00	912
Taxes - Property (06)	0.00	175.00	(175)	0.00	1,225.00	(1,225)
Professional/Legal Fees (0)	0.00	416.00	(416)	12,007.23	2,912.00	9,095
Audit Fees (06)	525.00	1,166.00	(641)	13,845.00	8,162.00	5,683
Grounds Maintenance (03)	2,648.08	416.00	2,232	3,249.17	2,912.00	337
Repairs & Maintenance (0	24,511.48	8,165.00	16,346	94,270.55	57,155.00	37,116
Vehicle Maintenance (03)	99.60	666.00	(566)	14,416.30	4,662.00	9,754
Gas Expense (03)	0.00	1,333.00	(1,333)	7,728.96	9,331.00	(1,602)
Backhoe Maintenance (03)	0.00	208.00	(208)	3,922.00	1,456.00	2,466
Equipment Rental (02)	0.00	41.00	(41)	11.10	287.00	(276)
Sludge Removal	989.80	583.00	407	3,832.41	4,081.00	(249)
Communications	832.06	750.00	82	6,930.08	5,250.00	1,680
Telephone (03)	331.29	291.00	40	2,507.56	2,037.00	471
Utilities (02)	12,754.53	15,250.00	(2,495)	120,627.55	106,750.00	13,878
Chemicals - Chlorine (03)	0.00	833.00	(833)	0.00	5,831.00	(5,831)
Chemicals - ACH (03)	33,572.68	3,333.00	30,240	33,572.68	23,331.00	10,242
Chemicals - Other (03)	0.00	83.00	(83)	0.00	581.00	(581)
Chemicals - KMNO4 (03)	0.00	791.00	(791)	13,210.28	5,537.00	7,673
Chemicals-Diatomaceous(	0.00	500.00	(500)	6,183.56	3,500.00	2,684
Chemicals - Salt (03)	1,566.66	366.00	1,201	3,648.87	2,562.00	1,087
Chemicals - Ortho Phosph	0.00	1,666.00	(1,666)	10,077.32	11,662.00	(1,585)
Chemicals - Muriatic Acid	0.00	1,083.00	(1,083)	2,250.00	7,581.00	(5,331)
Clothing Allowance Expen	0.00	270.00	(270)	926.62	1,890.00	(963)
Water Analysis (03)	1,377.00	1,833.00	(456)	12,366.00	12,831.00	(465)
Employee Education (03)	84.50	166.00	(82)	159.50	1,162.00	(1,003)
Watershed Survey (06)	0.00	0.00	0	3,136.89	0.00	3,137
SWRCB Fees (06)	548.00	516.00	32	6,550.38	3,612.00	2,938
County Fees (03)	0.00	166.00	(166)	2,477.66	1,162.00	1,316
Water Purchases-Yolo (01	0.00	2,666.00	(2,666)	15,525.69	18,662.00	(3,136)
Mileage (06)	0.00	41.00	(41)	131.12	287.00	(156)
Bad Debt (05)	0.00	41.00	(41)	0.00	287.00	(287)
Cash Drawer - Over/Under	0.00	4.00	(4)	0.00	28.00	(28)
<b>Total Operating Expenses</b>	<b>175,623.87</b>	<b>162,129.00</b>	<b>13,495</b>	<b>1,126,769.2</b>	<b>1,134,903.00</b>	<b>(8,134)</b>
<b>Net Operating Income</b>	<b>\$ (50,050.82)</b>	<b>\$ (22,446.34)</b>	<b>(27,604)</b>	<b>\$ (147,096.53)</b>	<b>\$ (157,124.38)</b>	<b>10,028</b>
<b>Other Income</b>						
Antenna Income	\$ 5,482.99	\$ 3,833.00	1,650	\$ 29,723.53	\$ 26,831.00	2,893
County Property Tax Reve	0.00	6,416.00	(6,416)	60,004.78	44,912.00	15,093
Interest Income	2.47	225.00	(223)	2,783.68	1,575.00	1,209
Misc Income	0.00	0.00	0	5,008.15	0.00	5,008
<b>Total Other Income</b>	<b>5,485.46</b>	<b>10,474.00</b>	<b>(4,989)</b>	<b>97,520.14</b>	<b>73,318.00</b>	<b>24,202</b>
<b>Other Expenses</b>						
Interest Expense	0.00	83.00	(83)	0.00	581.00	(581)
Bank fees Line of Credit	0.00	0.00	0	100.79	0.00	101
<b>Total Other Expenses</b>	<b>0.00</b>	<b>83.00</b>	<b>(83)</b>	<b>100.79</b>	<b>581.00</b>	<b>(480)</b>
<b>Net Other Income</b>	<b>\$ 5,485.46</b>	<b>\$ 10,391.00</b>	<b>(4,906)</b>	<b>\$ 97,419.35</b>	<b>\$ 72,737.00</b>	<b>24,682</b>

Konocti County Water District  
Income Statement  
For the Seven Months Ending January 31, 2024

	This Month	Budget	Variance	YTD	YTD Budget	YTD Variance
Net Other Income	\$ 5,485.46	\$ 10,391.00	(4,906)	\$ 97,419.35	\$ 72,737.00	24,682
Net Operating & Other Inco	(44,565.36)	(12,055.34)	(32,510)	(49,677.18)	(84,387.38)	34,710

## Konocti County Water District Payroll/Cash Disbursement List

Agenda Item 5.2

Check No:	Employee	January 2024 Pay Dates	Net Pay	Totals
<b>9-Jan</b>				
27370	Frank Costner	Wages 12/24/23- 1/6/24	1480.47	
27371	Tom Parks	Wages 12/24/23- 1/6/24	2198.89	
27372	Paul Hanners	Wages 12/24/23- 1/6/24	2394.30	
27373	Benjamin Illia	Wages 12/24/23- 1/6/24	1673.74	
27374	Ryan Strugnell	Wages 12/24/23- 1/6/24	1970.39	
27375	Christopher Barbo	Wages 12/24/23- 1/6/24	1240.11	
27376	Paula Gallizioli	Wages 12/24/23- 1/6/24	2075.21	
27377	Hannah Jensen	Wages 12/24/23- 1/6/24	740.49	
27378	Kim Willimas	Wages 12/24/23- 1/6/24	745.68	
				<b>14,519.28</b>
<b>23-Jan</b>				
27402	Frank Costner	Wages 1/7/24 - 1/22/24	1,480.47	
27403	Tom Parks	Wages 1/7/24 - 1/22/24	2,253.27	
27404	Paul Hanners	Wages 1/7/24 - 1/22/24	2,296.08	
27405	Benjamin Illia	Wages 1/7/24 - 1/22/24	1,747.52	
27406	Ryan Strugnell	Wages 1/7/24 - 1/22/24	1,930.99	
27407	Christopher Barbo	Wages 1/7/24 - 1/22/24	1,240.11	
27408	Paula Gallizioli	Wages 1/7/24 - 1/22/24	2,075.21	
27409	Kim Williams	Wages 1/7/24 - 1/22/24	1,204.70	
27410	Hannah Jensen	Wages 1/7/24 - 1/22/24	1,173.83	
27411	Priebe Kirsten	Meeting January 24, 2024	300.00	
27412	Stanley Jeff	Meeting January 24, 2024	200.00	
27413	Flora Christine	Meeting January 24, 2024	200.00	
27414	Cook Elvis	Meeting January 24, 2024	200.00	
27415	McKay Nicole	Meeting January 24, 2024	200.00	
				<b>16,502.18</b>
<b>EFT Payments - Payroll Tax and PERS Retirement</b>				
1/11/24	EFT	Federal		6,217.63
	EFT	State		1,169.30
	EFT	PERS		3,203.43
1/25/2024	EFT	Federal		6,696.91
	EFT	State		1,217.35
	EFT	PERS		3,450.44
<b>Total Net Wages</b>			\$	31,021.46
<b>Total Electronic Fund Transfers</b>				21,955.06
<b>Total Accounts Payable Disbursements</b>				191,871.97
<b>Total January 2024 Disbursements</b>			<b>\$</b>	<b>244,848.49</b>

# Konocti County Water District

## Check Register

**For the Period From Jan 1, 2024 to Jan 31, 2024**

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount	Description
27364	1/2/24	BADGER METER	126,965.63	Capital Expenditure Meters
27365	1/2/24	CANON SOLUTIONS AMERICA	55.00	Copier
27366	1/2/24	GOLDEN STATE WATER CO.	3,136.89	Watershed Sanitary Survey
27367	1/2/24	LAYNE PAVING & TRUCKING	380.63	Repairs & Maintenance
27368	1/2/24	PITNEY BOWES GLOBAL FINANCIAI	174.17	Postage Machine Lease
27379	1/9/24	REDWOOD CREDIT UNION	3,000.00	Employee Savings Account
27385	1/16/24	ALPHA ANALYTICAL, INC.	455.00	Water Analysis
27386	1/16/24	BADGER METER	110.34	Monthly Meter Reading Fee
27387	1/16/24	E.D.I.S	313.00	Employee Health Benefits
27388	1/16/24	BEST BEST & KRIEGER	1,022.40	Legal Matters
27389	1/16/24	CORE&MAIN LP	12,712.88	Repairs & Maintenance
27390	1/16/24	CLEARLAKE WASTE SOLUTIONS IN	105.06	Utilities
27391	1/16/24	KAESER COMPRESSORS	4,230.93	Repairs & Maintenance
27392	1/16/24	MEDIACOM	236.90	Utilities
27393	1/16/24	MENDO MILL	274.53	Repairs & Maintenance
27394	1/16/24	NOTTS MINI MART	1,071.53	Gasoline
27395	1/16/24	PSI WATER TECHNOLOGIES, Inc	5,544.31	Repairs & Maintenance
27396	1/16/24	SMALL BUSINESS BENEFIT PLAN TI	846.20	Employee Health Benefits
27397	1/16/24	TRI-CITIES ANSWERING SERV	403.50	Answering Service
27398	1/16/24	U.S. CELLULAR	398.01	Cell Phones
27399	1/16/24	YOLO COUNTY FLOOD CONTROL	2,127.05	Water Purchase
27400	1/16/24	Zenith Insurance Company	1,618.00	Workman's Compensation
27411	1/23/24	Priebe, Kirsten	300.00	Directors Fees
27412	1/23/24	Stanley, Jeff	200.00	Directors Fees
27413	1/23/24	Flora, Christine	200.00	Directors Fees
27414	1/23/24	Cook, Elvis	200.00	Directors Fees
27415	1/23/24	McKay, Nicole	200.00	Directors Fees
27416	1/23/24	ADVANCED ELECTRONIC	148.08	Alarm System
27417	1/23/24	ALPHA ANALYTICAL, INC.	260.00	Water Analysis
27418	1/23/24	CANON SOLUTIONS AMERICA	131.27	Copies
27419	1/23/24	CORE&MAIN LP	1,334.37	Repairs & Maintenance
27420	1/23/24	GRAINGER, INC.	360.44	Repairs & Maintenance
27421	1/23/24	SWRCB ACCOUNTING OFFICE	6,550.38	Annual Fees
27423	1/30/24	CALNET3	331.29	Telephone
27424	1/30/24	CANON SOLUTIONS AMERICA	55.00	Copier
27425	1/30/24	COASTAL MOUNTAIN ELECTRIC	715.00	Repairs & Maintenance
27426	1/30/24	HACH COMPANY	95.16	Repairs & Maintenance
27427	1/30/24	NCR Payment Solutions, FL, LLC	1,352.25	Credit Card Fees
27428	1/30/24	MEDIACOM	149.95	Utilities
27429	1/30/24	RESERVE ACCOUNT	500.00	Postage
27430	1/30/24	POSTMASTER	730.84	Postage
27431	1/30/24	PACIFIC GAS & ELECTRIC CO	12,262.62	PG&E Bill
27432	1/30/24	QUACKENBUSH MRRCF	184.80	Utilities
27433	1/30/24	U.S. CELLULAR	428.56	Cell Phones

**Total** 191,871.97

	November	December	January
CASH	319,585.58	164,941.84	55,195.92
LAIF	305,203.96	307,956.17	307,956.17
A/R	223,619.65	221,763.26	223,943.35
A/R OTHER	14,802.78	14,802.78	14,802.78
FIXED ASSETS	13,180,979.70	13,320,658.21	13,320,658.21
A/P	134,309.10	193,982.26	174,967.34
ACCRUED SICK/VAC	58,266.80	58,266.80	58,266.80
PENSION LIABILITY	300,247.00	300,247.00	300,247.00
DWSRF	11,118,707.74	11,197,335.97	11,263,516.08
INTER-TIE	263,472.50	245,664.67	257,115.46

**ANNUAL BUDGET** 7 MONTH OF BUDGET  
58.33%

<b>OPERATING REVENUE</b>	November	December	January	YTD	ANNUAL BUDGET	7 MONTH OF BUDGET
Water Sales	121,128.68	115,065.23	117,288.05	910,312.49	1,500,000.00	60.69%
Hydrant Water Sales	0.00	0.00	0.00	0.00	200.00	0.00%
New Meter Sales	0.00	0.00	0.00	0.00	12,000.00	0.00%
Meter time & Material	0.00	0.00	0.00	1,838.96	4,757.00	38.66%
Reconnect	320.00	640.00	0.00	4,960.00	14,000.00	35.43%
Transfer Fees	0.00	60.00	60.00	120.00	700.00	17.14%
Bank fees	80.00	40.00	60.00	560.00	200.00	280.00%
Late fees	6,885.00	6,824.00	8,025.00	47,204.00	81,000.00	58.28%
48 hour notices	2,140.00	400.00	0.00	5,765.00	20,000.00	28.83%
Vandalism	100.00	850.00	0.00	2,850.00	2,000.00	142.50%
Lien Fees	0.00	0.00	0.00	24.66	1,500.00	1.64%
Non Active assessmen	60.00	0.00	0.00	5,277.59	8,000.00	65.97%
County Stand by	0.00	0.00	0.00	0.00	30,000.00	0.00%
Name Change fees	40.00	110.00	140.00	610.00	1,600.00	38.13%
Service call	0.00	0.00	0.00	150.00	200.00	75.00%
Misc other	0.00	0.00	0.00	0.00	100.00	0.00%
<b>TOTAL REVENUE</b>	<b>130,753.68</b>	<b>123,989.23</b>	<b>125,573.05</b>	<b>979,672.70</b>	<b>1,676,257.00</b>	<b>58.44%</b>

<b>OPERATING EXPENSES</b>	November	December	January	YTD	ANNUAL BUDGET	7 MONTH OF BUDGET
<b>FIXED</b>						
Payroll & Taxes	43,136.99	49,227.11	52,701.15	364,914.50	757,028.00	48.20%
Workmans Compensat	1,680.00	1,618.00	1,618.00	10,792.00	16,500.00	65.41%
Liability Insurance	5,067.75	5,067.76	5,067.76	35,474.27	60,815.00	58.33%
Depreciation	25,171.71	25,171.71	25,171.71	176,201.97	301,148.00	58.51%
Pension Contribution	4,757.46	13,054.44	4,606.23	58,060.19	90,000.00	64.51%
Employee Health Insur:	8,375.73	12,251.18	1,362.32	49,159.93	92,000.00	53.43%
Director Fees	1,100.00	2,260.65	1,100.00	9,860.65	15,200.00	64.87%
	89,289.64	108,650.85	91,627.17	704,463.51	1,332,691.00	52.86%

<b>OPERATING EXPENSES</b>	November	December	January	YTD	ANNUAL BUDGET	7 MONTH OF BUDGET
<b>VARIABLE</b>						
Supplies	1,178.77	0.00	1,429.53	13,212.29	28,500.00	46.36%
Postage	916.98	0.00	1,230.84	9,073.79	14,000.00	64.81%
Audit fees	13,320.00	0.00	525.00	13,845.00	14,000.00	98.89%
Legal	284.50	1,653.49	0.00	12,007.23	5,000.00	240.14%
Grounds Maintence	0.00	0.00	2,648.08	3,249.08	5,000.00	64.98%
Repairs & Maintenance	3,689.29	8,782.71	24,511.48	94,270.55	98,000.00	96.19%
Vehicle Maintenance	24.24	53.27	99.60	14,416.30	8,000.00	180.20%
Gas Expense	1,204.99	1,909.64	0.00	7,728.96	16,000.00	48.31%
Backhoe Expense	0.00	0.00	0.00	3,922.00	2,500.00	156.88%
Cell Phones	1,255.01	1,025.01	832.06	6,930.08	9,000.00	77.00%
Utilities	14,476.61	12,815.20	12,754.53	120,627.55	183,000.00	65.92%
Chemicals	0.00	0.00	35,139.34	68,942.71	103,900.00	66.35%
Water Analysis	1,195.00	1,530.00	1,377.00	12,366.00	22,000.00	56.21%
Water Purchases	0.00	4,203.56	0.00	15,525.69	32,000.00	48.52%

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Misc Other	1,007.29	11,666.03	3,449.24	28,040.80	86,295.00	32.49%
	38,552.68	43,638.91	83,996.70	417,930.30	627,195.00	66.63%
<b>TOTAL OPERATING E</b>	127,842.32	152,289.76	175,623.87	1,126,769.20		
<b>NET OPERATING INC</b>	2,911.36	(28,300.53)	(50,050.82)	(147,096.50)		
<b>OTHER REVENUE</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>YTD</b>	<b>ANNUAL BUDGET</b>	<b>7 MONTH 58.33%</b>
Antenna Income	4,040.09	4,040.09	5,482.99	29,723.53	46,000.00	64.62%
County Property Tax	0.00	0.00	0.00	60,004.78	77,000.00	77.93%
Misc other	4.66	2,757.66	2.47	7,791.83	2,700.00	288.59%
	4,044.75	6,797.75	5,485.46	97,419.35	125,700.00	77.50%
<b>NET INC/LOSS YTD</b>	\$6,956.11	(\$21,502.78)	(\$44,565.36)	(\$49,677.18)		

**Assessment District  
General Ledger Trial Balance  
As of Jan 31, 2024**

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Account Description	Debit Amt	Credit Amt
10200	BOW Assesment District C	5,517.74	
17100	Future Assesments Receiv	1,074,647.35	
17200	Redwood Credit Union- Sa	121,604.11	
17250	Redwood Credit - CD 12/2	5,399.48	
17300	Community First Credit -Sa	131,959.31	
17350	Community First CD 1/10/	114,448.32	
20150	Other Accounts Payable		8,887.08
20500	Note Pyble - USDA Bond		906,000.00
28000	Retained Earnings		573,876.12
30100	Interest-Bank		1,492.09
30200	Interest - Metered Assmnt	36,650.00	
50200	Bank Expense	28.98	
	<b>Total:</b>	<b>1,490,255.29</b>	<b>1,490,255.29</b>

**KONOCTI COUNTY WATER DISTRICT  
GENERAL MANAGERS REPORT  
JANUARY 24<sup>TH</sup>, 2024**

**6.1 Plant Status:** There have been some major rainstorms affecting the water quality of the raw water. We did shut down the plant for a day so the silt in the lake could settle out. When we started the plant, we were able to adjust the chemicals and produce good water. The new clear-well works great. We can shut off the plant and use the water from the clear-well and leave the plant off for a longer period of time. The lake is at 8.35 Rumsey, flood action stage.

We pumped some sludge from the backwash basin. The operators filled up the solar drying beds and then started sludging into the geotube. There is a lot of sludge in the basin. We will need to remove a large amount before this summer, so we have enough room to backwash several times a day if needed.

I have not started the interviews for the labor position. I have been sick the last few weeks. When I get back on my feet, I will start the interview process. The priority has been getting the new project started.

The mixer was taken apart, loaded in the truck, and driven to the repair shop. We are waiting for them to take it apart and let us know what's wrong with it and how much it's going to cost to repair. The clarifier has been cleaned out of sludge and the coating inspected. When the mixer is back together, we will take the other clarifier down for maintenance.

We ordered a new air compressor for the ozone system. We took the motor apart from the old one and it was not rebuildable. We should have the air compressor up and running by the time we need ozone. We received the new compressor and will be installing it in the next few weeks.

The operators noticed the backwash basin was fuller than it should after running all night. After investigating the issue, they discovered there was a problem with one of the backwash valves for the sand filters. They replaced the valve and found the old valve seat was damaged.

**6.2 Leak/Service Report:** During the month of January there were no leaks. No new services were sold or installed.

**6.3 Water Purchased/Sold:** During the month of January 10.09MG was purchased and 7.78MG sold for a ratio of 77%. (Using the meter reading dates.) The two-month average is 77%.

**7.1 Clear-well and Pump House, 8×30 Filter, Lake Line Extension and Lake Pump House**

**Project:** I have great news! We have put the new raw water pump station online! It's working great. There are still a few minor bugs to work out but the pumphouse and chemical injection system is awesome. One benefit of getting the new system online is we won't have to sandbag the pumphouse this year if the lake floods. We will be pulling the water pumps, SCADA panels and equipment, VFD's and chemical injection equipment out of the old building and then the building will be removed down to the slab. The district is responsible for that work. The waterlines going into the lake will be kept for emergency purposes for the time being.

The new filter system including the SCADA, new pumps and 8'x30' filter is the last part of the project that is not completed. The SCADA system is being programmed and the new SCADA workstation screens are being designed. Once the SCADA programming is completed the FAT's (functional acceptance testing) will be conducted. Then the new filter can be backwashed, the anthracite layer placed in the filter and a final backwash will be done before the filter is placed online.

Pace and KCWD are compiling a final punch list for the project. The project completion date is June of this year.

**Staff recommendation:** Once the new filter system is online, I would like to have a tour of the treatment plant and raw water pump station for all the board members.

**7.2 Konocti County Water System Consolidation and Pipeline Replacement Project, Inter-tie project with Highlands and Lower Lake and Emergency Raw Water Booster Pump and Filter Media Project:**

The FBA (final budget approval) has been accepted by the state. The new funding agreement has been signed and we have received \$6,496,613 in grant money to complete the new water line on Dam Road and the emergency inter-tie systems with Lower Lake and Highlands! I have signed both contracts with the contractors. This is two projects with two separate engineers and contractors. Included in the grant is money for the work I do to manage the projects. I receive \$50 an hour for the work I have been doing on the projects and to manage the construction. In the future that will need to be raised to reflect the actual cost of my work. These projects will start in the next month or so. I expect the pipeline to be completed in 5-6 months. The inter-tie project is a little more complicated with two pumphouses, waterlines and the Lake Street bridge crossing so it will take longer to complete, about 10-12 months.

The annexation of the Dam Road area has been approved. We are completing some adjustments for the county on the maps and legal descriptions.

**Staff recommendation:** No Board action needed.

**7.3 Surplus Equipment:** The surplus generator has been advertised on Facebook Marketplace and we will be opening bids on March 15<sup>th</sup>. There has been some interest but so far, no bids.

**Staff recommendation:** No Board action needed.

**7.4 Rate Study- Fiscal Year 2022-2023:** Mary Flemming will be at the meeting on Zoom to present the rate study.

**Staff recommendation:** Discuss with Mary what rate options should be included in the rate study. We need to make sure we have enough money to cover future capital improvement projects and repair and maintenance including the meter replacement program, media replacement for the sand and carbon filters and account for the increased chemical, utilities and staffing costs.

**7.5 Security – revisit office building security (doors):** We will be getting bids for the doors and siding replacement. We need to paint the exterior and interior of the building as well.

**Staff recommendation:** No board action needed.

**7.6 Bylaws/Handbook-revisions and updates:** We discussed the updates that need to be incorporated into the new handbook at the last meeting. The policies will be updated in the next few months.

**Staff recommendation:** No board action needed.

**7.7 AT&T Lease Proposal for Eureka tank cell site:** I have not had time to work on red lining the lease proposal. I should have something at the March meeting.

**Staff recommendation:** No board action needed.

**7.8 18<sup>th</sup> Ave Low-income Apartments:** I have nothing new to report.

**Staff recommendation:** No Board action needed.

**7.9 High Pressure Incident-Manzanita PRV:** The main 6" PRV at Manzanita has been replaced. The 2" low flow PRV will be replaced the week of the board meeting. We do have a pressure policy so we will not have to create a new one. The next few months we will be updating some of the policies including the customer valve and pressure policy.

**Staff recommendation:** No Board action needed at this time.

**7.10 Meter Replacement Project:** We are replacing lots of meters. This is the main focus of all the operators. I have not looked into a loan yet. I want to see how it goes when we get all the nonfunctional meters replaced. That should take about 3-4 months. Some of the meters will just need a new transmitter and meter head so I will be working with the office staff to figure out what meters have been replaced or installed the last 10 years. We will be budgeting for meter replacements in the next two or three fiscal year budgets.

**Staff recommendation:** No board action needed.

**7.11 Example of a newsletter – President's letter:** I think we should hear what Alan has to say and ask him questions before moving forward with the newsletter.

**Staff recommendation:** Ask Alan about the City's intentions regarding the water district then we can have a better informed newsletter to our customers.

## Agenda item 8.0

**8.1 Guest Speaker Alan Flora, City Administrator:** Alan will be at the meeting so if you have questions for him, this would be a good time to ask them. I believe he will propose KCWD form a committee to speak to the City Councils committee they formed about the water districts within the city boundaries.

**Staff recommendation:** Bring any questions you have for Alan. Discuss if the district wants to form a committee to meet with the Clearlake City Council's committee.

**8.2 Discuss Article 3J and 5 in the Board Members By-Laws:** President Prieb request that we review 3J and 5 of the bylaws.

**Staff recommendation:** Bring the handbook so we can review 3J and 5.

**Konocti County Water District  
Board Meeting Agenda Item  
Request Form**

Requests need to be to Board Secretary by Wednesday prior to Meeting Date

Date: Feb 13, 2024

Name: Kirsten

Agenda Item: \_\_\_\_\_ OPEN  CLOSED \_\_\_\_\_

Description: Guest speaker  
Alan Flora  
City Manager

Agenda Item: \_\_\_\_\_ OPEN \_\_\_\_\_ CLOSED \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agenda Item: \_\_\_\_\_ OPEN \_\_\_\_\_ CLOSED \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Kirsten Priebe

**Konocti County Water District  
Board Meeting Agenda Item  
Request Form**

Requests need to be to Board Secretary by Wednesday prior to Meeting Date

Date: 2-14-24

Name: Kirsten

Agenda Item: \_\_\_\_\_ OPEN \_\_\_\_\_ CLOSED \_\_\_\_\_

Description: Discuss Article Five of  
the Bylaws and Article 3 J

Agenda Item: \_\_\_\_\_ OPEN \_\_\_\_\_ CLOSED \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agenda Item: \_\_\_\_\_ OPEN \_\_\_\_\_ CLOSED \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Kirsten Priebe

H Insurance. The District shall procure and maintain insurance, including such insurance as is necessary to protect the Directors and regular contractors of the District.

### ARTICLE THREE - MEETINGS OF THE BOARD OF DIRECTORS

- A. Regular Meetings. Regular meetings of the Konocti County Water District Board of Directors will be the fourth Wednesday of the month at 1:00 pm at 15844 35<sup>th</sup> Ave unless posted otherwise.
- B. Special Meetings. Special meetings may be called at any time by the President or any two Directors. Whether the meetings are called by the President or by the Directors, notice thereof shall be made to each Board Director and posted in compliance with the Brown Act. Such notice shall be at least 24 hours prior to the special meeting and shall include the time, place, and the business to be transacted.
- C. Emergency Meetings. Emergency meetings may be called at any time by the President or any Director. Whether the meeting is called by the President or by a Director, notice thereof shall be made to each Board Director and posted in compliance with the Brown Act. Such notice shall be at least 1-2 hours prior to the emergency meeting when possible.
- D. Meeting Agenda. The Secretary will prepare and post the meeting agenda at least 72 hours prior to each regular meeting and at least 24 hours prior to each special meeting. The agenda will be posted at the place of meeting, at 15844 35<sup>th</sup> Ave, on the District's website, and any other public location as agreed to by the Board. Prior to posting the agenda, any Director may add agenda items by contacting the Secretary the Wednesday prior to the meeting. The agenda shall be in compliance with the Ralph M. Brown Act.
- E. Adjournment of Meetings. A Board meeting may be adjourned to continue at a future date by a majority vote of the Board Directors. The purpose of the adjournment will be to continue and complete the present meeting. If the meeting is continued for more than 5 days, a new agenda will be prepared and posted.
- F. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business. Unless otherwise required by law, the majority of a quorum may make decisions and transact business on behalf of the Board. A quorum is defined as three people.
- G. Meetings to be Open to the Public. Meetings shall be posted and conducted in conformance with the Ralph M. Brown Act. All of the sessions of the Board of Directors, whether regular, special or emergency, shall be open to the public. The President may place a 3-

minute time limit on public input if deemed necessary. Public Comment is limited to topics directly under the jurisdiction of the Board. The Board may not deliberate, discuss, or take action on any item not listed on a District Board agenda, with the exception of an “extra” item that has been presented and approved as an additional item pursuant to the requirements of the Brown Act.

- H. Closed Sessions. The Board of Directors may hold closed sessions during a regular or special meeting to consider only those narrowly prescribed matters permitted under the Ralph M. Brown Act.
- I. Meeting Procedure. Meetings will be conducted using Rosenberg’s Rules of Order
- J. Conduct. No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Chairperson of person’s privilege to remain within the hearing, meeting, or workshop.

#### ARTICLE FOUR – OFFICERS

- A. Number. The officers of the District shall be a President, Vice-President, Secretary, and such other officers as may be determined by the Board from time to time to perform such duties as may be designated by the Board.
- B. President. The President: (a) shall act as Chairman and preside at all meetings of the District Board of Directors, (b) will be responsible for either delegating to the Secretary or preparing an agenda for each regular and special meeting of the Board and posting as prescribed by law, (c) may sign any deeds, notes, bonds, contracts, or other instruments authorized by the Board to be executed, and (d) shall perform in general all duties incident to the office of President and such duties as may be prescribed by the Board from time to time.
- C. Vice-President. The Vice-President (a) shall be the vice-chairman of the District, and (b) shall preside at all meetings of the Board in the absence of the President (c) shall fulfill all other duties of the President as prescribed by the board in the President’s absence.
- D. Secretary/Clerk of the Board. The Secretary shall: (a) keep the minutes of the meetings of the Board Meetings, (b) see that all notices are duly given in accordance with these bylaws and as required by law the Brown Act, (c) be custodian of the District records and of the Seal of the District and affix the seal of the District to all documents, the execution of which on behalf of the District under its seal is duly authorized in accordance with the provisions of these bylaws, (d) perform in general all duties incident to the office of secretary and such other duties as from time to time may be assignment by the Board.

- E. **General Manager:** The General Manager shall: Exercise general supervision over the activities of the district, as prescribed by law and as directed by the Board of Directors. He shall keep an itemized record of all the activities in carrying out the duties of his staff and shall file a report of same with the secretary or of the Board on the third Wednesday of each month in time for the use of the Board Packet for the Board at its regular monthly meeting or at other times when requested by the Board. He shall attend all meetings of the Board unless the duties of his office at the time would interfere with his work. The Board of Directors shall fix the salary of the General Manager.
- F. **Officer Terms:** The board of directors shall appoint officers annually in December for a one-year term; with the exception of the Secretary whose term shall correspond with his/her contract for services.

ARTICLE FIVE - CODE OF CONDUCT FOR DIRECTORS AND DISTRICT STAFF

- A. **Avoid Pronouncements.** Board Directors and staff shall avoid making individual pronouncements and/or engaging in conjecture in public about district matters not yet decided by the Board
- B. **No Authority to Speak for the Board.** No Board Director speak or act for the Board except and unless specifically authorized to do so by express action of the Board.
- C. **General Conduct During Board Meetings.** Each Board Director should:
  1. Arrive on time for meetings.
  2. Avoid taking disagreements with other Board members, staff, and/or the public personally.
  3. Encourage discussion during Board meetings and strive for consensus.
  4. Be recognized by the President prior to speaking.
  5. Follow the Board's meeting agenda.
  6. Always respect and maintain the confidentiality of Closed Session.
  7. Respect the opinion of others.
  8. Make decisions based upon factual information and the applicable laws and regulations.
- D. SB100 Open meetings: orderly conduct Adopted December 28· 2022

ARTICLE SIX – ETHICS AND CONFLICT OF INTEREST

- A. **Commitment to the District.** In all actions as a Board Director, the first commitment is to the betterment of the District and the ratepayers served by the District. All Directors must be aware of and comply with the United States and State of California Constitutions, the California Water Code, the California Government Code, all other laws and regulations applicable to the District, the District's Conflict of Interest Code, and all District policies and procedures.